

City of Boulder  
Youth Opportunities Program  
2013-2014 Annual Grants

## REQUEST FOR PROPOSALS (RFP)

Proposal Due-Date: February 27, 2013 @ 5:00 p.m.



### Part 1: Application Instructions

These materials are on the web at [www.yoab.org](http://www.yoab.org)

#### Help With Your Proposal

All applicants are encouraged to attend one of the following technical assistance sessions at 2160 Spruce St. Please register at 303-441-4349.

Thursday Feb. 7, 2:30 p.m.

Wednesday Feb. 13, 9:00 a.m.

Tuesday Feb. 19, 4:00 p.m.



CITY OF BOULDER  
HUMAN SERVICES DEPARTMENT

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## Part Two

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## **I. Youth Opportunities Program Background Information**

The City of Boulder established the Youth Opportunities Program (YOP) in 1994 to provide cultural, educational and recreational opportunities for youth residing in the city.

The Program supports cultural, educational and recreational youth activities with special emphasis on those designed by young people and meeting the needs of under-served youth (i.e., those who demonstrate a need based on cultural barriers, income level, disabilities, or extenuating family circumstances). The Youth Opportunities Fund is allocated in the following streams: Annual Grants, Individual Grants, Group Activities Grants, Volunteer Service Grants & Board Initiatives. The Youth Opportunities Advisory Board (YOAB) is significantly involved in the allocation of the fund, including reviewing proposals, conducting interviews, making funding decisions and developing funding recommendations for the city manager. YOAB is a 15-member board comprised of diverse City of Boulder resident high school youth from Alexander Dawson, Boulder, Fairview, New Vista & Watershed High Schools.

The YOP recognizes that the most effective youth programs are those that are created when adults work in partnership with youth. Therefore the YOP encourages adults to consult and work with youth whenever possible in designing programs and in writing grant proposals. The intent is not that adults give all the control of a program over to young people, but that they work together with youth in its preparation, execution and evaluation. In this way youth can help improve each aspect of the program, and have valuable opportunities to learn through the experience of doing so. Applicants for funding should attend carefully to the youth involvement aspects of proposal preparation.

## **II. General Information About the Youth Risk Behavior Survey**

The Youth Risk Behavior Survey (YRBS) is a nationally-normed survey created by the Center for Disease Control and administered by Boulder County Public Health every two years to several thousand high school students in Boulder County. It provides statistically reliable information about students' behaviors in a number of areas including substance use, sexual activity, nutrition, and intentional and unintentional injuries. Current local YRBS data can be found at <http://www.co.boulder.co.us/health/HP/data/youth/yrbs.htm>. The survey was most recently administered in 2011.

A community engagement process in response to the issues presented in the YRBS was coordinated by the City of Boulder, Boulder County Public Health, and the Boulder Valley School District in the spring of 2006. The process included a youth summit, focus groups with youth service providers and parents, interviews with community leaders, and a community summit. Full reports of the youth summit ("Voices and Views") and the community process ("Building Connections"), can be found at [www.yoab.org](http://www.yoab.org). Call 303-441-4349 to request a paper copy of these reports.

### **III. The Annual Grants Component of the Youth Opportunities Program**

The City of Boulder plans to award annual grants on a competitive basis to youth-serving programs which target young people and, as much as possible, are designed with their input. As it does each year through this program, the city invites proposals which provide city resident middle and high school age youth with cultural, educational, and recreational activities. Overhead and personnel expenses related to those activities are eligible for funding. Both one-year and two-year grants are available. Grant proposals may request between \$3,000-\$15,000 per year.

Building upon the guidelines set forth in the Housing and Human Services Master Plan ([http://www.bouldercolorado.gov/index.php?option=com\\_content&task=view&id=1852&Itemid=567](http://www.bouldercolorado.gov/index.php?option=com_content&task=view&id=1852&Itemid=567)) and the Social Sustainability Strategic Plan ([http://www.bouldercolorado.gov/files/final\\_sss\\_plan\\_060608.pdf](http://www.bouldercolorado.gov/files/final_sss_plan_060608.pdf)), the YOP has identified the following focus areas to address community needs:

- ☐ Address issues identified in local YRBS results, for example: feeling sad/hopeless, substance use, harassment, health disparities based on sexual orientation or ethnicity, etc.;
- ☐ Promote the youth voice by engaging youth in structured aspects of civic life and/or in community dialogue on social issues;
- ☐ Provide after-school, evening, and/or summer opportunities that likely wouldn't otherwise be available to youth;
- ☐ Provide services primarily to middle school youth or Latino youth;
- ☐ Provide transportation to help youth access cultural, educational or recreational opportunities or employment;
- ☐ Provide employment-related education opportunities for youth;
- ☐ City-sponsored after-school activities.

The priority for all YOP funding is to support programs serving youth who are low-income, youth who are immigrants, or youth with disabilities/who are differently-abled.

### **IV. General Information about YOP Annual Grants**

#### Grant Term

The term of the Annual Grants 2013-2014 funding period is from September 1, 2013-August 31, 2014 for Year One, and September 1, 2014-August 31, 2015 for Year Two. The number of grants awarded will depend on the quality of the proposals received.

#### Two-Year Grant Proposals

Please note:

- Two-year grants will be based on proposals for one-year grants. The same program would be funded two years in a row, with a 3% increase for the 2<sup>nd</sup> year, based upon the proposal for one year.
- Neither planning nor evaluation grants will be funded. It is necessary to provide opportunities to youth in each of the two years.
- Applicants who are awarded two-year grants will be required to submit mid-project and end-of-year report forms for Year One before funding for Year Two will be authorized.
- In accordance with the determination of the review committee, two-year proposals may be funded for one year, and applicants for one-year proposals may be encouraged to extend their proposals to two years.

### Eligible Applicants

All applicants must be affiliated with a registered fiscal agent.

### Eligible Youth Participants

The participants in the proposed projects must be City of Boulder residents who are middle and/or high school age youth, but they need not necessarily be enrolled in school. Project participants not enrolled in school must be under the age of 21. Youth who have already graduated from high school or who have received a G.E.D. may not benefit from these funds. Please note that programs that take place or are based in schools within the Boulder city limits may serve any student enrolled at the school, regardless of where they live.

Programs that include youth who live outside the limits of the City of Boulder are eligible to apply as long as the majority of youth served are City of Boulder residents. In this case, since YOP funding can only be used to pay for services to City of Boulder residents, another source of funds will be needed to pay for services to non-city residents. The budget requested in this proposal to the YOP should be for City of Boulder residents only.

### Restrictions

Funds awarded under this grant program may not be used to:

- Cover expenses for youth who live outside the City of Boulder;
- Pay stipends to all youth participants. In very rare cases funds may be used to pay youth staff;
- Pay for out-of-state travel and/or activities;
- Pay for extensive staff time for planning purposes;
- Pay for the same aspect of a project for which funding is being sought or has been secured from the City of Boulder Human Services Fund.

### Youth Involvement in Proposal Preparation

Part of the purpose of the Youth Opportunities Program is to increase youth civic participation and the youth voice in decision-making. It is not a requirement that young people run the proposed project. However:

- It is essential that youth are involved in the project's design;
- A young person who has been involved in discussions about the project must complete the Youth Representative Form (found in Part 2 of this RFP);
- If the applicant is invited to participate in an interview, young people who are familiar with the project should attend and help represent the proposal;
- Youth benefiting from the funds are expected to do local volunteer work.

### Technical Assistance

All applicants are encouraged to attend a technical assistance session to review this RFP and address any questions you may have. Advance registration is not necessary. Sessions will be held at 2160 Spruce St. as follows:

Thursday Feb. 7, 2:30 p.m.

Wednesday Feb. 13, 9:00 a.m.

Tuesday Feb. 19, 4:00 p.m.

YOAB members and staff will be available to provide ongoing assistance to funded proposals throughout the grant term.

### Submission Requirements & Procedures

Proposals must be typed. **Pages must be numbered, 3-hole punched, and clipped (not stapled) together.** The proposal must follow the order outlined in the instructions, and include all appropriate forms. Do not use binders or plastic covers. Late, incomplete, or faxed proposals will not be accepted. Please proofread for typos, missing words, and other errors.

#### **Proposals must be received by YOP staff no later than 5:00 p.m. Feb. 27, 2013.**

- Do not put each proposal section on a separate page.
- Number your proposal's pages.
- Double-side (duplex) the copies of your proposal.
- All copies must be three-ring-hole punched and clipped together (not stapled).
- Submit a total of 7 copies of the proposal.
- Proposals may be mailed or delivered to: YOP Annual Grants, 2160 Spruce St., Boulder, CO 80302.

### Criteria For Funding

Proposals will be evaluated on the following criteria:

- Ability to identify and meet a community need;
- Clear goal(s) and realistic, measurable process and outcome objectives;
- Evidence of youth involvement in the design and implementation of the project, the preparation of the proposal, and the interview (if applicable);
- Proposal addresses one of the focus areas identified on page 4 of this RFP;
- Evidence of youth support for the project;
- Fiscally sound budget;
- Participation, if invited, in an interview with the review committee;
- Provision of services to under-served City of Boulder resident middle and/or high school age youth;
- Proposal written according to the specifications outlined in this Request For Proposals;
- If applicant is a previous recipient of YOP funds, the following will be taken into account: track record of timeliness in meeting reporting requirements, overall project/budget management, attention to youth input, and demonstrated efforts to seek alternative funding for future programming.

### Selection & Notification Procedures

The YOAB and YOP staff will review all proposals and YOAB will recommend allocations to the city manager for final decision. Applicants can expect a notification letter in July regarding the outcome of their proposals. The city reserves the right to reject any or all proposals, to waive informalities and irregularities in proposals received, and to accept any portion of any proposal or all items proposed if deemed in the best interest of the city.

### Requirements of Funded Programs

Programs receiving City of Boulder Youth Opportunities Annual Grants Funds will be required to do the following:

- Sign a contract with the city listing the goals and objectives to be achieved through the project and stating the funds to be disbursed and associated timelines;
- Acknowledge support from “the City of Boulder Youth Opportunities Program” in all project-related publications, fliers, and press materials;

- Maintain records of all project expenses;
- Inform the Youth Opportunities Coordinator of any changes regarding project status, contact information, budget expenditures, or overlapping funds received from other sources for the same project;
- Submit both a mid-project progress report and a final report;
- Host a mid-project site visit by YOAB members and/or YOP staff;
- Facilitate youth recipients' involvement in local volunteer work, unless doing so is completely unrealistic;
- Comply with the City of Boulder's non-discrimination ordinance, which prohibits discrimination based upon race, creed, color, sex, sexual orientation, gender variance, marital status, religion, national origin, ancestry, or mental or physical disability. This ordinance is available from the city's Department of Housing & Human Services at 303-441-3140, and can be found on the internet at [www.bouldercolorado.gov](http://www.bouldercolorado.gov).

### Evaluation of Grantees

All grantees will have an on-site visit by YOAB members and/or YOP staff to assess the progress of the project. Funded applicants will be required to complete two written evaluations of their projects, covering the goals and objectives, demographics of the population served, etc. Grantees awarded two-year grants will be required to submit mid-project and end-of-year report forms for Year One before funding for Year Two will be authorized.

## **V. 2013-2014 Annual Grants Allocation Time-line**

January 2013	Release RFP
February	Technical assistance sessions held
Feb. 27, 2013	Proposals Due
March - May	YOAB & staff review proposals Funding recommendations determined
June	YOAB presents recommended projects to city manager Applicants advised of funding decisions
July & August	Contracts negotiated with grantees
Sept. '13 - Aug. '14	Year One funding cycle
Sept. '14 - Aug. '15	Year Two funding cycle

## **VI. Proposal Instructions**

Use the specifications listed below for the headings, order and length of each section in your proposal. Follow the suggested length guidelines for each section listed in parenthesis. Do not put each proposal section on a separate page. All related forms are provided in Part 2 of this RFP and are formatted so you can save them in Word and type directly on them. Do not include letters of support except as indicated in "Forms" section on page 11 of this document. Proposals not adhering to these guidelines may be regarded as incomplete and may not be considered for funding.

## **1.) Proposal Cover Sheet**

Complete the Proposal Cover Sheet found in Part 2 of these application materials. Provide contact information, indicate the duration of the grant, the amount requested, the number of youth served, and which focus area(s) are central to your proposal.

\* *Directly served* refers to the number of youth receiving training, information, and support through YOP funds (i.e. group members, youth trained to give presentations, etc.).

\* *Indirectly served* refers to the number of youth receiving training or information from the youth directly served (i.e. youth audience members at a presentation given by directly served youth). Some projects will not have any indirectly served youth.

Note: When added together, the costs per youth directly & indirectly served will not add up to the total program cost.

## **2.) Project Abstract (1 paragraph)**

Provide a concise summary of the proposed project. Please include the purpose/goal of the project, a brief description of the proposed activities, the projected number of youth participants, and the intended outcome for those participants.

## **3.) Statement of Need/Services in the City of Boulder (2 paragraphs)**

State the need within the youth community that the proposed project would address. How was the need determined? How were youth involved in determining the need? What services already exist in Boulder to address this need? Describe the need that is left unmet by these services, which you intend to meet with the proposed program.

## **4.) Group/Agency Information (1-2 paragraphs)**

Provide a brief description of the applicant organization or group, including a brief summary of current youth services and programs.

## **5.) Youth Input Into Proposal Preparation (1-2 paragraphs)**

The strongest proposals typically include significant, detailed, constructive youth input on the plans for the project during the upcoming grant term. Youth who will not be directly involved in your program may still be able to provide helpful information about it. You might create an informal focus group of youth to discuss project ideas, or talk with youth already involved in the project or its planning. Describe your efforts to obtain youth input *for this proposal*. Provide the following information: number of youth consulted, their ages, number of meetings, nature and content of youth input. What did you learn from the young people with whom you discussed this proposal? How did they help you shape it?

## **6.) Project Information**

Include the following five sections (6A., 6B., 6C., 6D., 6E., 6F.).

### 6A. Program Description (2-4 paragraphs)

What do you want to accomplish through this program? How, exactly, will you do it? What types of services will you provide? How will you involve young people in the design of your program? What types of activities will the youth engage in as part of the program? Where? When will the sessions occur? If adults are involved, who are they, what are their qualifications, and what role(s) will they play?

### 6B. Program Goal(s) and Objectives (half a page)

State the one or two primary goals of your project, and a Process and Outcome Objective for each. Your proposal should have just one or two goals for the funds you seek from the Youth Opportunities Program. One of these goals must be to increase the skill of, or the knowledge of, or the opportunities available to the participants in the program. Use the format below.

### IMPORTANT: Use this format for goals & objectives in your proposal.

Each goal must be followed by both a Process Objective and an Outcome Objective which specifically relate to the goal.

**Goal:** A broad statement describing what you are trying to achieve.

**Process Objective:** State the specific activity which will be done to meet the goal. Include specific details for how many, what, who, and when.

**Outcome Objective:** Project the anticipated success rate of the youth involved in the Process Objective and describe how you will measure that success. This is often written as “ \_\_\_\_\_% of youth will demonstrate \_\_\_\_\_ as measured by /through \_\_\_\_\_.”

*Here is a sample Goal with Process and Outcome Objectives.*

**Goal:** To increase the number of City of Boulder resident high school students succeeding in Calculus.

**Process Objective:** 6 two-hour workshops on calculus will be presented to a total of 100 City of Boulder resident high school age youth in the fall of 2012.

**Outcome Objective:** 75% of workshop participants will demonstrate an increased understanding of calculus as measured by the completion of pre-and post- workshop problem sets.

### 6C. Target Population (1-2 paragraphs)

Specifically identify the City of Boulder resident youth you intend to serve in terms of: number, age (funds must be used for middle or high school age youth only), ethnicity, sexual orientation, ability, or other specific information. Please distinguish between the target number of youth served directly (i.e., trained to give presentations) vs., if there will be any, served indirectly (i.e., hearing the presentations given by the trained youth).

#### **6D. Marketing/Recruitment Plan (1-2 paragraphs)**

Describe *in detail* how you will recruit youth participants for your program. Where will you recruit participants? How? Whom have you enlisted, specifically, as point people to help with marketing? What efforts will you make to recruit diverse participants? What feedback did youth provide on how best to market your program to their peers? How will youth be involved in implementing the recruitment plan? If you plan to recruit participants through the schools, see the information on letters of support on page 11 of this RFP.

#### **6E. Implementation of Recommended Practices for Connecting with Youth (half a page)**

A list of recommended practices for building connections with youth was identified by participants in a community engagement process related to the YRBS, described on page three of this document. An adapted version of this list can be found on page 12 of this RFP. Your proposed project must directly support or implement at least three of the recommended practices. Identify the three practices and clearly explain how your project will support each one.

#### **6F. Program Evolution (2 paragraphs)**

If your program has been in existence for more than two years (even if doing different projects), please respond to the following questions:

- 1.) How do you incorporate input from youth participants into your program design to make sure the program continues to be engaging and relevant to young people?
- 2.) How has your program evolved, if at all, in terms of its impact on young people?
- 3.) If you have received YOP Annual Grants funds in the past and are re-applying for funding for the same project, please describe efforts to seek other funding sources for the program. How successful have those efforts been?

#### **7.) Budget Table & Narrative (2 pages)**

Complete the Budget Table & Narrative found in Part 2 of these application materials. The strongest budgets contain great detail. These forms are formatted so that you may save them in Word and type directly on the form.

All budget expenses should clearly relate to activities described in the Project Information sections. List **in detail** all expenses for which funds are requested, and provide an explanation for each item requested from the YOP. **Clearly demonstrate how you determined the amount of money requested in each line item and what you will use it for.**

If you are requesting funds for personnel, provide a resume or information about the qualifications of the person you are proposing to pay, and list their responsibilities. If you are seeking or have secured funding from other sources to support City of Boulder residents participating in this project, please list them as well. Note the funding restrictions listed on page 5 of this RFP.

#### **8) Optional Additional Information (1-2 paragraphs)**

If there is additional information that is vital to include in this proposal, do so here.

## 9.) Forms

All forms necessary for your proposal are found in Part 2 of these application materials. The forms are formatted so that you may save them in Word and type directly on the form.

### Required Forms

- **Proposal Cover Sheet**
- **Budget Table & Budget Narrative**
- **Youth Representative Form:** Since one goal of the Youth Opportunities Program is to increase youth civic participation and the youth voice in decision-making, this form is included to help give one or two youth the opportunity to express their support for the project. *Submit no more than two of these forms.*
- **Letters of Support:** If you will be partnering with any organizations/schools/agencies in order to do the project, (for example using their space or recruiting participants through them) you must include a letter of support from these entities, indicating that they are aware of this proposal and stating their role in it. Please note that there is no form for the letter. Additional letters of support are discouraged and will not be considered.

### Forms to be Submitted Only If Necessary

- **Retreat Form:** to be completed if your project includes a retreat.
- **Support/Education Meetings Form:** To be completed if your project includes regular meetings to support/educate youth.
- **Field Trip Form:** To be completed if your project will include any field trips.

## VII. Proposal Checklist

For applicant's use only. Do not submit this checklist.

- Submit 7 duplexed copies, each one 3-hole punched & clipped (not stapled) together
- Deadline is 5:00 p.m. February 27, 2013.

Completed proposal should include, in this order:

- Cover Sheet (found in Part 2 of this application)
- Project Abstract
- Statement of Need/ Services in the City of Boulder
- Group\Agency Information
- Youth Input into Proposal Preparation
- Project Information, including separate sections, entitled:
  - 6A. Program Description
  - 6B. Program Goal(s) and Objectives
  - 6C. Target Population
  - 6D. Marketing/Recruitment Plan
  - 6E. Implementation of Recommended Practices.....
  - 6F. Program Evolution
- Budget Table & Narrative (found in Part 2 of this application)
- Optional Additional Information
- 1 or 2 Youth Representative Form(s) (found in Part 2 of this application)
- Forms To Be Used If Necessary (found in Part 2 of this application)

## **VIII. Recommended Practices for Building Connections with Youth**

*Adapted from Building Connections, Recommendations for the Boulder Valley to Help Teens Live Happier, Healthier Lives*

A copy of the complete report is available at [www.yoab.org](http://www.yoab.org)

### Help young people do these things:

- Reach out to caring adults: talk to parents about difficult issues, reach out to the interventionist at school, use teachers.
- Get involved.
- Mentor younger kids.
- Be safe and responsible when you participate in high risk activities.
- Be honest with yourself about your level of involvement in risky activities and the impact they have on your life.
- Be interested in each other, listen, get involved, don't judge.
- Make it okay to go to a party with alcohol and not drink.
- Stand up to harassment.
- Be understanding and more tolerant.
- Make it okay to talk about sadness.

### Help adults do these things:

- Listen, accept, keep an open mind, support and trust youth.
- Provide consistent messages about substance use.
- Have conversations with youth, not sermons.
- Teach tolerance.
- Link youth with community resources.
- Reach out to youth and make yourself attractive and available.

### Help agencies do these things:

- Create discrimination-free environments and provide more programs about understanding each other.
- Ensure that all students have access to school-sponsored activities, resources, and supplies regardless of their ability to pay.
- Provide opportunities for students to interact with peers from other schools.
- Underwrite specific activities and programs such as anti-depression walk-a-thons, poster contests or public awareness campaigns.
- Recruit employees to participate in mentoring programs for youth.
- Develop youth leadership through mentorship, youth groups and leadership trainings.
- Recruit and train more caring, non-judgmental adults to participate with youth.
- Create successful recreation opportunities for youth and serve diverse populations.
- Partner with other community entities to provide programs that engage youth (i.e. poetry slams, service projects, recreation events, etc). Invite all youth to come.
- Share assets with the community – space for meetings, facilitators for groups.
- Develop volunteer opportunities and internships for youth and adults who wish to work with youth
- Continue collaborative and coordinated efforts among governmental and community partners to address youth issues.
- Align work with the recommendations contained in the YRBS report “Building Connections, An Action Plan for the Boulder Valley to Help Teens Build Healthier, Happier Lives”.